

# **SIGNING AUTHORITIES POLICY – FUNDY-ST. MARTINS**

Authority: Council  
Council Motion:  
Date Approved: January 17, 2023

## **Purpose of Policy**

To provide signing authorities for Agreements, Contracts and Bank Accounts for Fundy-St. Martins.

## **Policy Statement**

1. The signing authorities of the Village shall be the Mayor, the Deputy Mayor, the Chief Administrative Office (CAO) and the Municipal Clerk.
2. All agreements, and official documents requiring authorized signatures, that are operational in nature and/or within the budget shall be signed by two signing authorities, one of which shall be the CAO. (ie. Leases, service contracts, project contract). In the absence of the CAO, the Mayor or Deputy Mayor may sign.  
All agreements, and official documents requiring authorized signatures, that are outside normal operational requirements shall be signed by two signing authorities, one shall be an Elected Official signing authority and one Administration signing authority. (e.g. development agreements, franchise agreements, inter-governmental agreements)
3. All cheques or electronic fund transfers (EFT) shall require two authorized signatures. Authorized signatures for cheques shall be signed by two signing authorities, one shall be the Municipal Clerk plus designated Elected Official.

4. The exceptions would be financial documents, and non-financial materials not considered agreements, cheques or office documents, but authorized under other policies or agreements (e.g. purchase orders)
5. Council shall establish the incumbents for each of the elected position and the CAO, and the CAO shall establish the appointed positions.
6. The banking institutions will be advised as to the changes as and when they may occur with appropriate documents being submitted as required.

	RESOLUTION	DATE
ADOPTED	Feb 7/23	Councillors Shawn Brown + George Cyr
AMENDED		

